

**NOAA BPR EFFORT
REIMBURSABLE WORKING GROUP
06/28/06 MINUTES**

The first meeting of the reimbursable working group (RWG) was held at SSMC4 on June 28, 2006, and chaired by Lois Coleman, Chief, Accounting Operations Division (AOD). Co-chair Paul Johnson (OAR), Steve Musser (OAR), Bruce Jackson (NOS & AGO), Carmen Solis (NOS), Herb Callands (NWS), Brenda Hernandez (NMFS), Sharon Gardner (BIS), Malcolm Orr (DOC/GC), Kathy Bruchey (FO/CBS staff), Bill Holdsworth (FO/CBS staff), and Mark St. Clair (FO/AOD) were in attendance.

1. Following the agenda, Lois quickly covered the statement of purpose, introduction of working group members (and a sign in sheet), and the status of the working group charter. She asked that anyone with concerns about the charter get any potential additions or changes to her as quickly as possible.
2. Lois then led the RWG into a discussion of the draft work plan and called for additional items. The draft work plan will be updated before the next meeting with the 5 additional items: (1) -proposed by OAR- OGC list of contacts & method to prioritize GC's review of reimbursable agreements (e/g., new agreements, major modifications, minor modifications for time/money); (2) – proposed by NOAA Budget - possibility of rolling FCs 5, 6, and 7 into 1 FC; (3) – proposed by NOAA Budget - possibility of reconciling allotments and UCOs; (4) – proposed by NMFS- reports/guidance for resolving cost overruns; (5) – proposed by NOS - develop reimbursable agreement templates for fed & non-fed sponsors.
3. The RWG discussed the standard operating procedures suggested by the TMT in the “Budget Quick Wins and Improvement Recommendations” document. Suggested changes will be discussed at the next meeting. The RWG also discussed the “Budget Implementation Plan Report” and assigned specific tasks to individuals and some items to the group, in general.
4. Action items based on the “Budget Implementation Plan Report” will be distributed to the RWG on a separate document/file.
5. The next meeting is tentatively set for July 12th.